

## Facilities Manager – Durban North

### Description

Job Title	Manager
Job Type Classification	Permanent
Location – Town / City	Durban North
Location – Province	KwaZulu-Natal
Location – Country	South Africa
Reporting To	Facilities Manager

### Hiring organization

MJM Recruitment

### Employment Type

Full-time

### Duration of employment

Full Time

### Job Location

Durban North

### Job Advert Details

### Job Category

Logistics

### Date posted

March 23, 2023

### Purpose

1. Manage Contractors
2. Reporting and following up on repair
3. MHE abuse and cost recovery
4. Toyota invoicing – check rates, discount etc
5. Writing invoices in EIR book
6. Handle invoice queries
7. Updating OHS records
8. Scheduling OHS training
9. Monitoring First Aid stock – First Aid kits
10. Contact person between Contractor and credit dept regarding payment
11. Quality control
12. Implementation of company standards

### Valid through

2004.2023

### Qualifications

- Grade 12
- Relevant Diploma / Certificate/ Electrical/ Mechanical Degree

### Experience

- 7 – 10 years Facilities Management experience
- 5 years retail experience preferably within a Distribution Centre

### Knowledge

- Knowledge of operating procedures within a Distribution Centre
- Knowledge of maintenance and repair work
- Good understanding and co-ordinating of work
- Mathematic/Accounting
- Computer Literacy
- Knowledge of MHE
- Product knowledge
- Technical terms used within a Distribution Centre
- Maintenance schedule
- OHS

### Skills

- Accounting
- Supervisor/Management Skills
- Interpersonal Skills
- Problem Solving Skills
- Conflict Handling Skills
- Mathematic/Accounting
- Computer Literacy (Excel, Word and Powerpoint)
- Telephone skills

**Job objectives**

- Administration
- Organized

The Facility Manager manages the staff with issues pertaining to the Distribution Centre Maintenance as well as working closely with contractors are their main responsibility together with handling of queries and reports so that the Facilities Department operates effectively.

**Competencies**

Essential

1. Leading and supervising
2. Working with people
3. Learning and researching
4. Planning and organising
5. Delivering results and meeting customer expectations
6. Following instructions and procedures
7. Adapting and responding to change
8. Coping with pressure and setbacks
9. Achieving personal work goals and objectives

Desirable

10. Deciding and initiating action
11. Analysing

Relevant

1. Adhering to principals and values
2. Deciding and initiating action
3. Creating and innovating

Low relevance

1. Relating and networking
2. Persuading and influencing
3. Presenting and communicating information
4. Writing and reporting
5. Applying expertise and technologies
6. Formulating strategies and concepts
7. Entrepreneurial and commercial thinking